

641—29.6(105) Examination.

29.6(1) An applicant for licensure as a plumbing or mechanical system professional shall successfully pass the licensing examination for the discipline.

- a. The examination will be administered by the board-approved vendor.
- b. The board shall approve the specific examination to be used for each license type.
- c. Through December 31, 2009, a waiver may be granted to a resident of the state of Iowa or a person employed by a plumbing, HVAC, refrigeration or hydronic business registered with the Iowa division of labor contractor registration program as of July 1, 2008, who meets one of the following conditions:

- (1) The applicant has passed a discipline-appropriate examination provided or sponsored by a city, county or subdivision in Iowa and has completed at least eight classroom hours of continuing education in courses or seminars approved by the board within the two-year period immediately preceding the date of the applicant's license application; or

- (2) The applicant can provide proof of five years of applicable experience, as determined by the board, between July 2, 1998, and July 1, 2008, the last two years of which have to be within the last five years, between July 2, 2003, and July 1, 2008.

29.6(2) Examination requirements.

- a. The examination will be written and proctored by a nationally recognized testing agency selected by the board through a competitive bid process.
- b. The examination will be offered periodically during the year. The time and location will rotate between multiple sites in the state of Iowa, as determined by the department, with approval of the board.
- c. The examination will not be subject to review by applicants. The testing vendor shall, upon request from an applicant, provide information about the sections that the applicant failed, but shall not provide an applicant access to actual examination questions or answers. Any fees associated with the review process will be assessed by and payable to the testing vendor. The applicant is responsible for paying all associated examination fees.
- d. A score of 75 percent or better will be considered passing.

29.6(3) Examination application requirements.

- a. An applicant shall complete and submit a board-approved examination application either on-line or on a paper application a minimum of 15 business days prior to taking an examination. An applicant shall complete the application form according to instructions contained in the application.

- b. Examination applications should be completed on-line since paper applications will incur an additional processing fee. However, paper applications are available to download at <http://www.idph.state.ia.us/eh/plumbing.asp> or to request from the board office by writing to: Plumbing and Mechanical Systems Examining Board, Iowa Department of Public Health, 312 E. 12th Street, 5th Floor, Des Moines, Iowa 50319-0075, or by calling 1-866-280-1521.

- c. Fees. In order to be processed, each application must be accompanied by the appropriate fees as determined by the board. All fees are nonrefundable.

- (1) On-line examination application fees shall be paid by credit card only.

- (2) A paper examination application shall be accompanied by the appropriate fees payable by check or money order to the Iowa Plumbing and Mechanical Systems Examining Board.

- d. No application will be considered by the board without the appropriate verifiable documentation.

- e. The applicant will be notified and issued an examination entrance letter upon approval of the examination application.

- f. If the applicant is notified that the application is incomplete, the applicant must contact the board office within 90 days. The board may be contacted at: Plumbing and Mechanical Systems Examining Board, Iowa Department of Public Health, 312 E. 12th Street, 5th Floor, Des Moines, Iowa 50319, or by calling 1-866-280-1521.

- g. Incomplete applications shall be considered invalid and after 90 days shall be destroyed.

- h. Examination fees shall be payable directly to the board-approved testing vendor.

- (1) All transactions shall be the responsibility of the applicant and testing vendor.

- (2) The board shall not be held responsible for refunds from the testing vendor.
 - i.* An applicant shall present current photo identification in order to sit for the examination.
 - j.* An applicant for licensure by examination who does not pass the examination within one year from the original application date will be required to submit a new application.
 - k.* A master applicant shall be licensed with the state of Iowa as a journeyperson in the discipline for a minimum of two years prior to application for examination.
 - l.* A journeyperson examination applicant may apply to sit for the examination up to 60 days prior to completion of the 48 months of required apprentice credit which shall include the granting of advanced standing or credit for previously acquired experience, training, or skills. The application for licensure will not be processed until all required criteria are complete and the certificate of completion from the United States Department of Labor Office of Apprenticeship has been issued.